

Youth Justice (YJ) Case Information Page

Once a YJ Referral has been linked to a new or existing case and the worker is ready to record the intake decision, a Youth Justice Case Information page must be created.

1. Click on the Cases tab and locate the case that the YJ referral has been linked to. Select 'Create Case Work' from the Actions dropdown next to the case name. This will open the 'Create Case Work' page.

The screenshot shows the 'eWiSACWIS' interface. The top navigation bar includes 'Actions', 'Financial', 'State', 'Security', 'Refresh', and 'Search'. The user is logged in as 'Frank Fox (Milwaukee County)'. The 'Cases (40)' tab is active. A dropdown menu is open for the case 'Cheddar, Mother (9223536)', with 'Create Case Work' selected. The case details section shows the case address and primary worker information.

- Scroll all the way to the bottom and select 'Youth Justice Case Information' from the Youth Justice dropdown.

The screenshot shows the 'eWiSACWIS' interface with the 'Youth Justice Case Information' page selected. The left sidebar lists various case management categories, with 'Youth Justice' highlighted. The main content area shows a list of case participants, including 'Cheddar, Daughter, Biological Child (9228563)' and 'Cheddar, Mother, Reference Person (9228564)'. The 'Create' button is visible at the bottom right.

- The case should already be selected.
- Select the youth that was named on the referral.
- Click on the 'Create' button.
 - If there is only one referral linked to the case, the Youth Justice Case Information page will open.

- If there is more than one referral linked to the case, the YJ Referral Select page will open to allow the worker to select which referral(s) to link to the Youth Justice Case Information page. To add a referral to the Youth Justice Case Information page, select the checkbox next to the referral and then click on the 'Continue' button. This will open the Youth Justice Case Information page.
 - You can link more than one referral to the Youth Justice Case Information page.
 - Clicking on the arrow next to 'View Referral Offense(s)' allows the worker to view the details of the offenses on a specific referral.

eWiSACWIS
WASS Screenshot

Print Help

Case Information

Case Name: [Cheddar, Mother \(9223536\)](#) Youth Name: [Cheddar, Daughter \(9228553\)](#)

Referral Information

☐ Date: 06/15/2018 YJ Referral Type: Delinquency, JIPS - Truancy ID: 8000160 Offenses (2)

[View Referral Offense\(s\)](#)

Date	Counts	Statute	Description	Classification
06/08/2018	1	943.017(2)(D)	GRAFFITI (DEVALUE BY > \$2500)	Felony
06/08/2018	1	938.13(6)	TRUANCY	JIPS

☐ Date: 06/20/2018 YJ Referral Type: Ord./Civ. Law Violation ID: 8000181 Offenses (1)

[View Referral Offense\(s\)](#)

Date	Counts	Statute	Description	Classification
06/17/2018	1	951.02	MISTREATMENT OF ANIMALS	Ordinance

[Continue](#) [Close](#)

2. The Case Information group box at the top of the page contains the Case Name and the Youth Name. Clicking on the Case Name hyperlink opens the Maintain Case page. Clicking on the Youth Name hyperlink opens the youth's Person Management record in edit mode.
3. The intake decision that was made by the County intake worker must be recorded in the Intake Decision group box. Some information in this box is prefilled. The Referral Date and YJ Referral Type(s) are pulled in from the referral. Clicking on the ID hyperlink will open the YJ Referral as read-only. The 'Worker Making Decision' field prefills with the name of the worker that created the Youth Justice Case Information page, but can be changed by clicking on the Search hyperlink and searching out a different worker. The remaining fields in the group box are user-entered fields.
4. Enter the worker's decision in the 'Decision' dropdown. The dropdown contains four values: Close Case, DPA, Formal Petition, and Documented in Error. If the decision is Close Case, the Reason dropdown becomes enabled and required.
 - a. For guidance on which reason to select when the decision is to close the case, please see the resources posted on the eWiSACWIS Knowledge Web.

eWiSACWIS
WASH Screenshot

Print Help

Case Information

Case Name: [Cheddar, Mother \(9221536\)](#) Youth Name: [Cheddar, Daughter \(9228553\)](#)

Referral Information

Intake Decision

Referral Date: 06/15/2018 [ID: 8000160](#) Worker Making Decision: Fox, Frank [Search](#)

YJ Referral Type: Delinquency, JIPS - Truancy Date: 06/20/2018

Final Decision? ☒ Yes ☐ No

☐ DA Override

Decision: **Close Case** Reason:

Appropriate for diversion
 Counselled and closed
 Could not meet with client
 No jurisdiction - 17 or older
 No jurisdiction - under 10
 No jurisdiction - facts do not establish prima facie jurisdiction
 Existing YJ case open - delinquency
 Existing YJ case open - JIPS
 Existing CW case open
 Sent to CPS
 Sent to another country
 Referred to proceedings under Ch. 51
 Duplicate referral received
 Referred back to Law Enforcement - citation
 Referred back to Law Enforcement - incomplete referral
 No Action Taken

Other Services:

Disposition Date: 00/00/0000 Expiration Date: 00/00/0000

Referral Offense(s)

Court Case Number:

Date	Counts	Statute/Description/Classification	Disposition
06/08/2018	1	943.017(2)(D) - GRAFFITI (DEVALUE BY > \$2500) - Felony	
06/08/2018	1	938.13(6) - TRUANCY - JIPS	

Save Close

5. Enter the date the worker made the decision in the 'Date' field. The decision date must be equal to or greater than the date the YJ Referral was received
6. If this is the worker's final decision, change the radio button for the 'Final Decision?' field to Yes. When Yes is selected, the system will display a pop-up message: "The Intake Decision group box will be frozen and disabled when a Disposition Date is saved. Please verify the decision and reason are correct." Ensure the information in the Intake Decision group box is correct and then click on the 'Save' button.
 - a. When the intake decision is either Close Case or Documented in Error, the system will display a pop-up message: "The Final Intake Decision is either Close Case or Documented in Error. As a result, the Referral Information will be marked completed and frozen. Do you want to continue?"
 - i. Selecting 'No' will close the message and return the worker to the Youth Justice Case Information page without making any changes.
 - ii. Selecting 'Yes' will close the message, return the worker to the Youth Justice Case Information page, disable all fields on the page, and check the 'Completed' checkbox at the bottom of the page.
 - b. When the intake decision is either DPA or Formal Petition, the remainder of the fields on the page become enabled upon save.

For counties that have elected to be a Basic user:

The required data entry is finished once the Intake Decision group box has been completed. Data can be entered in the remaining fields on the page, if desired, but it is not required.

For counties that have elected to be an Advanced user:

Additional fields beyond the Intake Decision group box must be completed before the case can be closed. The required fields are indicated by blue shading.

7. Enter the date of the disposition in the 'Disposition Date' field. The date cannot be a future date and must be equal to or greater than the Intake Decision date.
 - a. As soon as a date is entered in the Disposition Date field and the page is saved, the Intake Decision group box will freeze. The system will display the same pop-up message as mentioned above.
 - b. The worker can unfreeze the Intake Decision group box by deleting the date in the Disposition Date field. When the date is removed, the system will display a pop-up message: "By deleting the Disposition Date all fields on the page except for the Intake Decision Information will be cleared. Do you want to continue?"
 - i. Selecting 'No' will close the message and return the worker to the Youth Justice Case Information page without making any changes.
 - ii. Selecting 'Yes' will close the message, return the worker to the Youth Justice Case Information page, and clear all fields on the page as outlined in the message. Upon save, the Intake Decision group box will unfreeze, allowing the worker to make any changes needed.

Disposition Date: Expiration Date: Extended Expiration Date:

8. Enter the Expiration Date. The date must be equal to or greater than the Disposition Date.
 - a. If the expiration date gets extended, use the 'Extended Expiration Date' field to capture the new expiration date.
 - b. Upon entering a date in the 'Expiration Date' field (or the 'Extended Expiration Date' field, if it exists), a new task is generated on the Primary worker's calendar that alerts him/her that YJ supervision is about to expire. The reminder is set for 60 days prior to the expiration date.
9. The Referral Offense(s) group box displays the offenses from the YJ Referral. Select a value from the 'Disposition' dropdown for each offense. The 'Court Case Number' field provides a place to record an identifier for the case.
 - a. For guidance on which Disposition value to select, please see the resources posted on the eWiSACWIS Knowledge Web.

eWiSACWIS
WAS9 Screenshot

Print Help

Case Information

Case Name: [Cheddar_Mother \(9223536\)](#) Youth Name: [Cheddar_Daughter \(9228553\)](#)

Disposition Date: Expiration Date: Extended Expiration Date:

Referral Offense(s)

Court Case Number:

Date	Counts	Statute/Description/Classification	Disposition
06/08/2018	1	943.017(2)(D) -- GRAFFITI (DEVALUE BY > \$2500) -- Felony	DPA Consent Decree Delinq. Order Delinq. Order - Cancelled Consent Decree Delinq. Order - Cancelled DPA JIPS Order Waived Dismissed Dismissed & Read In Amended No Prosecution
06/08/2018	1	938.13(6) -- TRUANCY -- JIPS	

Additional Offense(s)

Court Case Number:

Date	Counts	Statute/Description/Classification	Disposition

10. The Additional Offense(s) group box allows the worker to enter additional offenses or amended offenses. Click on the 'Insert' button to insert a new offense row. Enter the date of the offense, the counts, the Statute/Description/Classification, and select a disposition.
 - a. The 'Statute/Description/Classification' field functions the same way as it does on the YJ Referral. Begin typing the statute, description, or classification of the alleged offense. As soon as three characters are typed, the system will display a list of potential choices that contain those characters. As more characters are typed, the list will narrow. A selection must be made from the options provided; the worker cannot enter their own statute, description, or classification in this field.
11. Underneath the Additional Offense(s) group box, there are additional fields that must be completed if the County has elected to be an Advanced user.
 - a. Youth Justice Fee for Service Ordered?
 - i. Select Yes if the County charges a fee for service.
 - b. Restitution Ordered?
 - i. Select Yes if restitution was ordered. Upon selecting Yes, two additional fields become enabled and required:
 1. Total Amount Ordered
 2. Restitution Amount Paid
 - c. Community Service Ordered?
 - i. Select Yes if community service was ordered. Upon selecting Yes, the 'Total Hours Ordered' field becomes enabled and required.
 - d. Date County Supervision Ended
 - i. Enter the date that County supervision ended. Upon entering a date, the 'Reason Ended' field becomes enabled and required. The 'Community Service Hours Completed' field also becomes enabled and required at this time if the 'Community Service Ordered?' question is answered Yes.
 1. For guidance on which value to select, please see the resources posted on the eWiSACWIS Knowledge Web.
 - ii. The date cannot be a future date.

Case Name: [Cheddar_Mother \(9223536\)](#) Youth Name: [Cheddar_Daughter \(9228553\)](#)

County Wide Offense(s):

Date	Counts	Statute/Description/Classification	Disposition	
00/00/0000				Delete

[Insert](#)

Youth Justice Fee for Service Ordered? ☐ Yes ☒ No

Restitution Ordered? ☒ Yes ☐ No Total Amount Ordered:

Community Service Ordered? ☒ Yes ☐ No Total Hours Ordered:

Date County Supervision Ended: Reason Ended:

DA declined to file petition
 Completed Consent Decree
 Completed DPA
 Completed Supervision - Successful
 Order Terminated Early - Successful
 Order Terminated Early - Unsuccessful
 Order allowed to expire - no known open adult case
 Order allowed to expire - open adult case
 Order not expired - in corrections
 Client turned 18
 Waived to adult court
 Order not expired - change of venue
 Client no longer in service area
 Voluntary transition to IL
 Death of client

Comments:

Restitution Amount Paid: Restitution Efforts Ongoing?

Judgment Entered: ☐ Yes ☐ No Date of Judgment: Community Service Hours Completed:

☐ Completed Completed By: Date Completed:

[Save](#) [Close](#)

- e. Restitution Amount Paid
 - i. If 'Restitution Ordered?' is Yes, the amount paid must be entered.
 - f. Restitution Efforts Ongoing?
 - i. If the worker is closing the case, but there are ongoing restitution efforts, select Yes.
 - g. Judgement Entered
 - i. If a judgement was entered, select Yes and enter the date of the judgement.
12. Once all of the information on the page has been entered, check the 'Completed' checkbox at the bottom of the page. Click on the 'Save' button. Upon save, the system will run a check to make sure all required information has been entered.
- a. If anything has been missed, an error message will display at the top of the page. Correct all errors and re-save the page.
 - b. If nothing has been missed, the page will save and become disabled.
 - c. If any changes are needed, the worker can simply uncheck the 'Completed' checkbox and re-save the page. This will unfreeze the page and enable the fields again, allowing the worker to make any necessary changes.
13. Upon save, the Youth Justice Case Information page will now appear under the Cases tab of the assigned worker(s).
- a. Click on the Cases tab on the desktop and search for the case that the Youth Justice Case Information page was created for.
 - b. Click on View Case Information to show all of the pieces of work associated with the case.
 - c. Click on the new Youth Justice item to view the Youth Justice Case Information page that was just created. Clicking on the plus (+) sign next to the Youth Justice Case Information link will expand the item and show the referral(s) that were linked to the page.
 - d. Any YJ referrals that have not yet been linked to a Youth Justice Case Information page will also be listed with a status of 'Documented YJ Referral.'

The screenshot shows the eWiSACWIS system interface. At the top, there is a navigation bar with tabs: Home, Cases (48), Providers (17), Workers (1), Approvals (5), Access Reports (8), ICPC Referrals (0), YJ Referrals (0), Home Inquiries (1), and Quick Links. Below the navigation bar, the 'Cases' section is active, displaying a list of cases. The first case is 'Cheddar, Mother (9223536)'. The case details include: Case address: 123 Madison Ave, Madison, WI 53718; Primary worker: Fox, Frank (608) 555-5999; testtest. The 'View case information' section is expanded, showing a table of referrals. A red arrow points to the 'Youth Justice Case Information' link in the table.

Referral Type	Date	Referral Details	Status	Location
YJ Referral	06/20/2018	Cheddar, Daughter	Documented YJ Referral	Milwaukee
YJ Referral	06/18/2018	Cheddar, Daughter	DPA	Milwaukee
YJ Referral	06/15/2018	Cheddar, Daughter	DPA	Milwaukee

Special Scenarios:

When the County intake decision differs from the DA decision:

- Example: The County intake decision is to close the case, but the DA decides to enter into a DPA.
 - In the Intake Decision group box, select Close Case as the decision and select the appropriate reason. Enter the decision date and select Yes for the 'Final Decision?' field. Upon save, the page will be marked as completed and all fields will be frozen.
 - To indicate that the DA has chosen a different decision than the County, the worker will need to select the 'DA Override' checkbox. However, that checkbox is disabled until the 'Completed' checkbox is unchecked at the bottom of the page and the page is saved.
 - Check the 'DA Override' checkbox and save the page. This will enable the Disposition dropdown in the Referral Offense(s) group box to allow the worker to enter the DA's decision.
 - Complete the remainder of the page as outlined earlier in this user guide.

When there are amended offenses:

- Example: A formal petition was filed, but the original felony charges were amended to misdemeanor charges.
 - In the Intake Decision group box, select Formal Petition as the decision. Enter the decision date and select Yes for the 'Final Decision?' field. Upon save, the remaining fields on the page will become enabled.
 - In the Referral Offense(s) group box, select Amended in the Disposition dropdown.
 - In the Additional Offense(s) group box, click on the 'Insert' button to insert a new offense row. Enter the information in this row for the amended charge.